



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PSYCHOLOGIST IV	44*	A	10.124
PSYCHOLOGIST III	43*	B	10.126
PSYCHOLOGIST II	39*	B	10.132
PSYCHOLOGIST I	37*	B	10.143

**SERIES CONCEPT**

Psychologists provide psychological services to clients or inmates in a correctional, rehabilitative, clinic or institutional setting including psychological testing, assessments, treatment planning and implementation, psychotherapy, consultation, psycho-educational classes, research and training.

Perform psychological evaluations; select and administer appropriate psychological tests; interpret results; and interview individuals to determine treatment, programming or placement needs.

Make specific treatment recommendations; interpret and integrate test data with interview findings and behavioral observations; discuss results with clients, inmates or appropriate individuals such as parent or guardians; prepare written reports on clients or inmates tested which include clinical impressions and diagnostic classification.

Participate as a member of the treatment team in diagnostic staff meetings; share information and analyze treatment options; define, provide and schedule appropriate care.

Provide psychotherapeutic services utilizing a variety of methods such as individual and group therapy, biofeedback therapy, relaxation training, marriage and family counseling, substance abuse counseling, and pain management counseling to facilitate recovery and maintain client or inmate in the least restrictive environment possible.

Provide crisis intervention by applying appropriate psychotherapeutic techniques and principles in order to relieve the immediate problem; de-escalate clients or inmates who may be hostile, aggressive, combative or assaultive; follow established protocol in order to protect clients, staff, and others who may be at risk; form a crisis debriefing team of mental health and security professionals and debrief staff involved in emergency situations to alleviate emotional concerns.

Consult and train staff regarding current policies and procedures to comply with statutory and ethical requirements and current scientific developments in areas relevant to agency services.

Participate in planning, developing and coordinating program services to meet the needs of the population served; participate in committees and facility activities in developing service delivery needs assessments and evaluations, policies and procedures; and participate in quality review programs. In a correctional setting, participate on the Unit Management Team to deliver services to inmates within their units.

Document treatment activities in regular written evaluations and on charts to comply with legal requirements and maintain adequate records; prepare information and documentation necessary for billing and recommend third party payments as appropriate.

**\* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.**

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### **SERIES CONCEPT (cont'd)**

Conduct research and evaluation studies to enhance services provided which may include assessment of client or inmate characteristics, prediction of positive treatment outcomes, or prediction of recidivism or violence of an individual client or inmate.

Perform related duties as assigned.

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### **CLASS CONCEPTS**

**Psychologist IV:** Incumbents provide psychological services described in the series concept and, in addition, are responsible for a psychological services program. Psychologist IV's supervise at least one Psychologist III and may also supervise clinical and support staff. Positions at this level typically report to a Medical Director, Mental Health Director, Correctional Programs Administrator, or other higher level administrator, and work is assigned through agency goals and objectives.

**Psychologist III:** Under general direction, incumbents perform advanced clinical and programmatic work requiring a doctorate in psychology, social science or human service discipline and perform the full range of duties described in the series concept. In addition, Psychologist III's diagnose mental illness, developmental or learning disabilities and other related disorders, provide oral and written court testimony as a witness regarding the degree of disability and credibility of clients/inmates and evaluate findings, and may supervise lower level professional clinicians, psychology interns, and support staff. Positions at this level typically report to a Psychologist IV, a Correctional Programs Administrator, or a Clinical Program Manager, and may be assigned to develop, implement and manage specialized programs.

**Psychologist II:** Under general supervision, Psychologist II's are assigned complex caseloads and treat the most severely mentally ill, developmentally or learning disabled inmates in a correctional setting and provide psycho-educational programs and groups at the Department of Corrections. Work is assigned through agency goals and objectives and reviewed through "peer review" and by immediate supervisor as unusual circumstances occur.

**Psychologist I:** Under general supervision, Psychologist I's perform the duties described in the series concept. Work is assigned through predetermined referral patterns and agency goals and objectives and reviewed by peers at case staffings and by immediate supervisor as unusual circumstances arise.

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### **MINIMUM QUALIFICATIONS**

#### **SPECIAL REQUIREMENT:**

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

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### MINIMUM QUALIFICATIONS (cont'd)

#### PSYCHOLOGIST IV

**EDUCATION AND EXPERIENCE:** Doctoral degree from an accredited college or university in clinical psychology, counseling, education, social work, or closely related field and four years of post-doctoral experience providing therapy, psychological testing and rehabilitative programs to clients or inmates in a correctional, rehabilitative, clinic or institutional setting, one year of which must have been in a supervisory capacity; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology and four years of experience as described above. *(See Special Requirement)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** State and federal regulations for mental health, developmental disabilities, rehabilitation, or correctional populations; principles and practices of supervision; management principles and practices sufficient to plan, organize, delegate, oversee and evaluate the work of doctoral level and other professional staff and support personnel; general medical conditions which affect mental illness, developmental disabilities, and substance abuse. **Ability to:** participate in management team meetings as requested by the Medical Director, Correctional Programs Administrator, Clinical Program Manager or other administrator; resolve clinical and programmatic issues resulting from conflicting policies or regulations; establish goals and objectives for the unit or department; develop budgets, work plans, performance indicators, and administrative reports; communicate complex ideas and resolve problems interdepartmentally; provide training to lower level professionals and interns; integrate results from multiple test instruments and develop appropriate treatment methods and goals; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** agency, divisional and departmental policies and procedures; State personnel practices and procedures; advocacy issues regarding mental illness, developmental disabilities, co-occurring disorders, and substance abuse. **Ability to:** collect, analyze and utilize data in administrative accountability and evaluation studies; prepare and administer a yearly departmental budget by correlating the available fiscal resources with agency needs for equipment, personnel and training; develop, implement and evaluate programs in response to client/inmate and agency needs.

#### PSYCHOLOGIST III

**EDUCATION AND EXPERIENCE:** Doctoral degree from an accredited college or university in clinical psychology, counseling, education, social work, or closely related field and three years of post-doctoral experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and three years of experience as described above. *(See Special Requirement)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** reference books including psychological treatment, diagnostic and statistical manuals; theories, principles and practices of psychological testing and interpretation of test results. **Working knowledge of:** therapeutic principles and techniques used in providing psychological services to clients/inmates with mental illness, developmental and related disorders and disabilities; types, etiology and treatment of mental disorders; clinical assessment methods; psychopharmacology and correctional

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### MINIMUM QUALIFICATIONS (cont'd)

#### PSYCHOLOGIST III (cont'd)

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

programs. **Ability to:** abide by the American Psychological Association code of ethics; administer, interpret and explain diagnostic and projective tests; diagnose mental illness, developmental disabilities and related disorders; develop, implement and manage clinical and correctional programs and services; assign and review work, organize staff activities, and provide clinical review of subordinates' work as assigned; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills and Abilities for Psychologist IV.*)

#### PSYCHOLOGIST II

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in psychology, counseling, education, social work, or closely related field and three years of post-Master's degree experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree from an accredited college or university in clinical psychology, counseling psychology, educational psychology, social work, or closely related field which included a one-year internship in an applied program and one year of professional experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, a one-year internship in an applied program, and one year of experience as described above. (*See Special Requirement*)

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** personality disorders; educational and learning disorders; survey design and data collection; mental health and developmental service delivery systems; analysis and interpretation of statistical data; case management practices and procedures; crisis intervention techniques; individual, marital, group and family counseling techniques; treatment team dynamics; psychotropic medications including desired effects, common side effects, and drug interactions; services, roles and responsibilities of human services agencies in the community. **General knowledge of:** chemical dependency and substance abuse; psychological and physical conditions encountered in a correctional setting; normal and abnormal human behavior, growth and development. **Ability to:** work ethically and professionally with individuals who have been convicted of crimes; participate in program development projects; assess, develop and implement treatment plans and goals; assess and utilize social, agency, and community resources; establish rapport and appropriate clinical relationships with inmates, their families and care providers; set clinical priorities which accurately reflect the level of care needed by inmates; balance clinical responsibility with documentation requirements; modify clinical intervention procedures to meet specific service needs of inmates or families; *and all knowledge, skills and abilities required at the lower level.*

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** anti-social personalities; correctional programs, criminal justice processes and systems; inmate classification and security procedures and requirements. **Ability to:** apply federal and State laws related to treatment and therapy in a correctional environment; provide psychological services and correctional programming in a correctional setting.

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### MINIMUM QUALIFICATIONS (cont'd)

#### PSYCHOLOGIST I

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in clinical psychology, counseling, education, social work, or closely related field and two years of post-Master's degree experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree from an accredited college or university in clinical psychology, counseling psychology, educational psychology, social work, or closely related field which included a one-year internship in an applied program in a correctional, law enforcement, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and a one-year internship in an applied program as described above. *(See Special Requirement)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** psychological testing and assessment instruments; theories and principles of counseling and psychotherapy; symptoms, characteristics and treatment of neurological impairment, mental illness, developmental disabilities, and emotional and behavioral disorders; laws governing abuse and neglect of clients; ethical standards of care and treatment; oral communication skills sufficient to confer with colleagues, clients and others. **General knowledge of:** client rights and confidentiality of information. **Ability to:** administer, score and interpret psychological tests and evaluation procedures according to accepted methods and theoretical constructs; develop and maintain effective and cooperative working relationships with co-workers, medical and health professionals, social service agency representatives and others; write comprehensive evaluations, reports and recommendations; observe and detect signs and symptoms of psychological disorders.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** assessment tools and instruments used in the diagnosis, treatment and evaluation of individuals in the population served; federal and State laws related to mental health, mental retardation and substance abuse; correctional programs; agency, divisional and departmental policies and procedures; client rights and confidentiality of information. **Ability to:** make specific observations and recommendations regarding client treatment and progress; coordinate treatment services provided by agency personnel and others; and provide correctional programming.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/89P 8/19/88PC	12/1/68	12/1/68	12/1/68
REVISED:		2/26/76	2/26/76	2/26/76
REVISED:		7/27/76	7/27/76	7/27/76
REVISED:		7/1/86R	7/1/86R	7/1/86R
		7/18/86-3	7/18/86-3	7/18/86-3
REVISED:		7/1/89P	7/1/89P	7/1/89P
		8/19/88PC	8/19/88PC	8/19/88PC
REVISED:		12/14/89-3		
REVISED:	3/13/90-3	3/13/90-3	3/13/90-3	3/13/90-3
REVISED:	7/1/93LG	7/1/93LG		
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	10/16/03UC	10/16/03UC	10/16/03UC	10/16/03UC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG